Enter Student Absences from the Class Record

Last Modified on 11/03/2020 12:35 am EST

When Jackrabbit is set to **track absences**, one of the **ways to enter student absences** is from the **Class** record.

Enter an Absence in the Class Record

To record an absence for a single date:

1. Navigate to the **Class** record and select the **Enter Absences** button.
2. On the *Enter Absences* page, edit the **Absence Date** as needed (defaults to current date).
3. If you are allowing the student to makeup the class, enter the last date the class can be made up in the **Makeup Expiration Date**. **Learn more about makeups**.
4. Select the **Absent?** check box for the appropriate student. To mark all students absent, select the check box in the *Absent?* column header.

5. If applicable, select **Eligible for Makeup**. If all students are absent and eligible to makeup the class select the check box in the *Eligible for Makeup* column header.
6. Add **Notes** about the reason for the absence.
7. **Save Changes**

View Absence History - Delete a Recorded Absence

A student's absence history for a class can be viewed from the *Absences* tab in the *Class* record.

Absence History

If you allow makeups, you can schedule them from the Absence History

Use the **Trash Can** icon to delete the absence

← RETURN	🖫 SAVE CHANGES

View 1 - 1 of 1 | 🖶 Print | ⟳ Refresh

	Absence Date	Student	Class	Class Days	Age	Eligible for Makeup?	Makeup Exp. Date		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID	
1	3/16/2020	Ezra Lovell	Tumbling L2 - Mon 6pm	M	11	☑	5/31/2020	Schedule Makeup				Family on vacation	helpcenter	🗑

- Use the link for the number of absences in the *# Absences* column to open the Absence History page.
- Use the **Trash Can** icon to delete an absence record.

Learn about the options for reporting on student absences and makeups.